

Reports to Council

January 13, 2014
City Managers Office

Why do we prepare reports to Council?

- Describe why your item is a benefit to the community?
- Executive summary should summarize what we are asking Council to vote on?
- Will the public understand the rationale within the report?
- Fiscal Impact

Purchasing



Estimated Purchasing Deadlines

- Example timeline for an award of bid or RFP for January 30th
 - Dec. 30- Submit signed bid evaluation to Purchasing
 - Jan. 9 – Anticipated posting of Notice of Staff Determination
 - Jan. 16 – Bid appeal period expires
 - Jan. 17 – Submission to CMO

Additional highlights:

- There should be no contact with any bidder/proposer between staff or elected officials
- Purchasing does not coordinate consulting / professional service solicitation
- Piggyback or Using cooperative contracts require strict compliance with originally awarded items

City Attorney's Office



- Duties of City Attorney is located in Charter Section 803.
- Items may be routine to complex.
- Scope of legal services may involve review and approval of legal documents as to form, or drafting legal documents.
- Examples of legal documents include ordinances, resolutions, land use documents (deeds, easements, leases), or financial transactions (loans, bonds, financing agreements).
- Compliance with any federal , state, or local laws (Charter, Fresno Municipal Code, Administrative Orders, resolutions, or policies.)
 - If specific findings are required.
 - Procedural compliance. This may include sending out notices, scheduling public hearings, etc.
- Review for legal defensibility, and advise staff on legal issues.

Budget

- Standard AAR amendment does not affect multiple departments, divisions and/or funds.
- In the case of amendments which do impact multiple units, (example, a capital rebudget) additional time will be necessary and it is the responsibility of the Department to work with BMSD to allow sufficient time for these amendments to be created and reviewed.



Personnel

- Clarification regarding PAR's



City Manager's Office

- Standardization: Executive Summary, Background, Fiscal Impact
- Directors Pre Agenda Meeting
- Importance of the Report Arriving in the CMO as final
- Meeting the Clerk's Timeline

City Clerk

- Title Consistency
- Granicus



Do you have questions about how to write a Report to Council?

Future Training Opportunity

Facilitator: May Albiani, Executive Assistant

Date: Thursday, February 20, 2014

Where: Council Chambers

Sign up through People Soft

Thank you

Bruce Rudd, City Manager

Renena Smith, Assistant City Manager